

City Of Marlborough
Marlborough Public Library

35 West Main Street
Marlborough, MA 01752
Phone 508-624-6900 FAX 508-485-1494
TDD 508-460-3610

POLICY # 5-3
APPROVED: 1/7/2003

MEETING ROOM USE APPLICATION

(Please complete and return this form to the attention of the Library Director.)

Organization: _____

Contact Name (please print): _____

Address: _____

Phone: _____ FAX: _____

Purpose of Organization: _____

Meetings are held during regular library hours only. The Bigelow Auditorium, Story Hour Room, and the lower-level foyer are currently available for use. Payment per event must be made in advance, payable to the Marlborough Public Library. Usage rates per event are as follows:

	<u>Bigelow Auditorium</u>	<u>Story Hour Room</u>	<u>Foyer</u>
Nonprofit groups	\$25.00	\$ 10.00	no charge
Profit groups	\$50.00	\$ 25.00	\$ 25.00

Is your organization NONPROFIT _____ FOR PROFIT _____

Will you require use of the Bigelow Auditorium piano? Yes: ____ No: ____

Use of the piano is subject to the approval of the Director. A fee of \$25.00 per event is charged, payable to the Friends of the Library Piano Maintenance Fund. This fee is in addition to the Bigelow Auditorium user fee, payable to the Marlborough Public Library.

Please ask the Director about currently available audiovisual equipment.

The individual completing and signing this request acknowledges reading the Library's rules and regulations, and assumes personal responsibility for the conduct of those in attendance at the meeting, as well as care of the meeting room and any equipment and furnishings used.

Signature: _____ Date: _____

**Once your application has been received and approved, you may contact the
Director at 508-624-6901 to reserve meeting space.**